

## FINANCIAL YEAR-END CLOSING, JUNE 30, 2022 - CUTOFF DATES

The following cutoff dates have been established to provide an orderly progression in the University's fiscal year-end closing.

### VENDOR INVOICES – 302 Warriner Hall

Departments that have vendor invoices that need to be processed prior to July 1, 2022, **MUST** submit the invoice(s) to Payable Accounting Office by 5:00 PM, Friday, June 10, 2022, to be charged to the 2021-2022 fiscal year. **Please park invoices for payment or submit invoices to payables@cmich.edu.** If you have any questions, call Accounts Payable at ext. 1442.

### BUSINESS EXPENSE REIMBURSEMENTS – 204 Warriner Hall

Departments with employee reimbursement vouchers that need to be processed prior to July 1, 2022, **MUST** have them into the Payroll Office by 5:00 PM, Friday, June 10, 2022, to be charged to the 2021-2022 fiscal year. **Please allow three days for campus mail** or hand deliver them to the Payroll/Travel Office at Warriner 204. If you have any questions, call Kyle Souder at ext. 3525 or Maureen Middleton ext. 6944.

### PURCHASE REQUISITIONS – 301 Warriner Hall

The Purchasing Department will guarantee that a requisition for supplies, equipment or services exceeding \$25,000 will be purchased with 2021-2022 funds, if the requisition is received in Contracting and Purchasing Services, Warriner 301, by Friday, May 13, 2022.

This date was established to allow sufficient time to obtain competitive bids, process the orders, and to establish an encumbrance in the current fiscal year. We will continue to work on requisitions received after the above dates. **However**, we cannot guarantee that orders will be placed and encumbered in the current fiscal year.

Beginning Friday, April 29, 2022, please indicate the fiscal year (either “22” or “23”) on all purchase requisitions. Contracting and Purchasing Services will issue purchase orders beginning July 1, 2022, for purchase requisitions requesting an encumbrance using fiscal year “23” funds.

Your cooperation in working with us is appreciated. If you have any questions, call Contracting and Purchasing Services at ext. 3118.

### BLANKET PURCHASE ORDERS – 301 Warriner Hall

All encumbrances for current blanket purchase orders with a June 30 expiration date will be cancelled by June 30, 2022. Please submit fiscal year “23” blanket purchase order renewal requests to [Purch@cmich.edu](mailto:Purch@cmich.edu) as soon as possible to ensure availability on July 1, 2022.

To establish a new blanket purchase order for fiscal year 2022-2023, please submit a purchase requisition using this link [https://purchasing.cmich.edu/CMU/protected/purch\\_reqform.html](https://purchasing.cmich.edu/CMU/protected/purch_reqform.html). If you have any questions concerning BPO encumbrances or renewals, call Contracting and Purchasing Services at ext. 3118.